

# Labour input (STS)

(Ind = industry, Cons = construction, Ret = retail trade and Ser = other services)

Reference Metadata in Euro SDMX Metadata Structure

(ESMS)

INSTAT

## Reference Metadata

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1. Contact	
1.1. Contact organization	INSTAT, Institute of Statistics
1.2. Contact organization unit	Short-term Statistics Unit, Directory of Economic Statistics
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1.4. Contact person function	Head of Short-term Statistics Unit
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1.8. Contact fax number	+(355) 4 228300
2. Metadata update	
2.1. Metadata last certified	16.03.2021
2.2. Metadata last posted	13.03.2020
2.3. Metadata last update	16.03.2021
3. Statistical presentation	
3.1. Data description	<p>The Labour input indicators are quarterly Short-term indicators. The main source for Labour input data is the Quarterly Survey of Short-term Statistics.</p> <p>Short-term Statistics (STS) give information on a wide range of economic activities of enterprises, selected by the Statistical Business Register and classified according to the nomenclature NACE Rev.2 classification (Statistical Classification of Economic Activities in the European Community) that operate in our country. The main variables request about Labour input are: Number of persons employed Number of Persons Employees, Gross wages and Salaries. Indicators produced by sector, are as follows:</p> <p><b>INDUSTRY</b> Labour input indicators:</p> <ul style="list-style-type: none"> <li>• Number of Persons Employed</li> <li>• Number of Persons Employees</li> <li>• Gross Wages and Salaries</li> </ul>

	<p><b>CONSTRUCTION</b> Labour input indicators:</p> <ul style="list-style-type: none"> <li>• Number of Persons Employed</li> <li>• Number of Persons Employees</li> <li>• Gross Wages and Salaries</li> </ul> <p><b>RETAIL TRADE</b> Labour input indicators:</p> <ul style="list-style-type: none"> <li>• Number of Persons Employed</li> <li>• Number of Persons Employees</li> <li>• Gross Wages and Salaries</li> </ul> <p><b>OTHER SERVICES</b> Labour input indicators:</p> <ul style="list-style-type: none"> <li>• Number of Persons Employed</li> <li>• Number of Persons Employees</li> <li>• Gross Wages and Salaries</li> </ul>
3.2. Classification system	Statistical classification of economic activities, ( <a href="#">NACE Rev. 2</a> ).
3.3. Sector coverage	<p>Short-term Statistics cover all active enterprises in the Republic of Albania which operates under the following economic activity:</p> <ul style="list-style-type: none"> <li>• <b>INDUSTRY</b> Indicators in this sector cover economic activities listed in sections B to E of NACE Rev.2.</li> </ul> <p>B - Mining and Quarrying covers economic activities listed in codes 05-09  C - Manufacturing covers economic activities listed in codes 10-33  D - Electricity, gas, steam covers economic activities listed in code 35  E - Water supply; sewerage, waste management and remediation activities covers economic activities listed in codes 36-39</p> <ul style="list-style-type: none"> <li>• <b>CONSTRUCTION</b> Indicators in this sector covers economic activities listed in sections F of NACE Rev.2.</li> </ul> <p>F - Construction covers economic activities listed in codes 41-43</p> <ul style="list-style-type: none"> <li>• <b>RETAIL TRADE</b> Indicators in this sector cover economic activities listed in sections G of NACE Rev.2.</li> </ul> <p>G - Retail trade covers economic activities listed in codes 47.11 to 47.78</p> <ul style="list-style-type: none"> <li>• <b>OTHER SERVICES</b> Indicators in this sector covers economic activities listed in sections G to N of NACE</li> </ul>

	<p>Rev.2.</p> <p>G - Wholesale and retail trade; repair of motor vehicles and motorcycles covers economic activities listed in code 45  G - Wholesale covers economic activities listed in code 46</p> <p>H - Transport and storage covers economic activities listed in codes 49 to 53</p> <ul style="list-style-type: none"> <li>• Railway transport covers economic activities listed in code 49</li> <li>• Maritime transport covers economic activities listed in code 50</li> <li>• Air transport covers economic activities listed in code 51</li> <li>• Warehousing and support activities for transportation covers economic activities listed in code 52</li> <li>• Postal and courier activities covers economic activities listed in code 53</li> </ul> <p>I - Accommodation and food service activities covers economic activities listed in code 55.10 and 56</p> <ul style="list-style-type: none"> <li>• Hotel covers economic activities listed in code 55.10</li> <li>• Bar and restaurants covers economic activities listed in code 56</li> </ul> <p>J - Information and communication covers economic activities listed in codes 58, 61 and 62</p> <ul style="list-style-type: none"> <li>• Publishing activities covers economic activities listed in code 58</li> <li>• Telecommunications covers economic activities listed in code 61</li> <li>• Computer programming, consultancy and related activities covers economic activities listed in code 62</li> </ul> <p>M - Architectural and engineering activities covers economic activities listed in code 71</p> <p>N - Travel agency covers economic activities listed in code 79</p>
<p>3.4. Statistical concepts and definitions</p>	<p><b>Number of persons employed</b>  It is the objective of the index of number of persons employed to show the development of employment. The number of persons employed is defined as the total number of persons who work in the observation unit (inclusive of working proprietors, partners working regularly in the unit and unpaid family workers), as well as persons who work outside the unit who belong to it and are paid by it (e.g. sales representatives, delivery personnel, repair and maintenance teams).</p> <p><b>Number of persons employees</b>  It is the objective of the index of number of person’s employees to show the development of employment. The number of employees is defined as those persons who work for an employer and who have a contract of employment and receive compensation in the form of wages, salaries, gratuities, piecework pay or remuneration.</p> <p><b>Wages and salaries</b></p>

	It is the objective of the wages and salaries index to approximate the development of the wage and salaries bill. Wages and salaries are defined as the total remuneration, in cash or in kind, payable to all persons counted on the payroll (including home workers), in return for work done during the accounting period, regardless of whether it is paid on the basis of working time, output or piecework and whether it is paid regularly.
3.5. Statistical unit	The observation unit is the Enterprise.
3.6. Statistical population	Statistical population includes statistical units, enterprises, which operate in economic activities according to NACE Rev. 2, Industry (sections B, C, D and E, respectively divisions 05-39); Construction (section F, divisions 41-43); Trade (section G, divisions 45-47); Services (section H, divisions 49-53, section I, division 55.10, and 56, section J, divisions 58, 61 and 62, section M, division 71, section N, division 79).The enterprises with 1-9 employed are surveyed by sample survey, whereas the enterprises with 10 and more employed are surveyed exhaustively.
3.7. Reference area	Labour Input statistics covers the whole territory of Albania.
3.8. Time coverage	Quarterly Short-term Statistics survey referred to Labor Input statistics date from 2003 onwards.
3.9. Base period	Base year: 2015 = 100, applied starting in the first quarter of 2019.
<b>4. Unit of measure</b>	Measurement unit are Indices, percentage changes (%)
<b>5. Reference period</b>	The information collected and elaborated by STS refers to quarterly periods. This report is based on reference year 2020.
<b>6. Institutional mandate</b>	
6.1. Legal acts and other agreements	<p>The legal basis on which STS indicators are based consist on:</p> <ul style="list-style-type: none"> <li>• <a href="#">National Statistical Law</a></li> <li>• <a href="#">Official Statistics National Program 2017-2021</a></li> </ul> <p>Classifications and definitions according to relevant EU regulations:</p> <ul style="list-style-type: none"> <li>• <a href="#">Council Regulation No.1165/98</a> introducing Short-term Statistics at European level</li> <li>• <a href="#">Commission Regulation No.1503/2006</a> defining variables and frequency of data compilation, repealing new orders received for building construction and new orders received for civil engineering.</li> </ul>

6.2. Data sharing	From the first quarter of 2018 data for main indicators, such as Labour input indicators are transmitted regularly to EUROSTAT.
<b>7. Confidentiality</b>	
7.1. Confidentiality - policy	Data are considered strictly confidential and are used only for statistical and research purposes based on national Statistical Law No.17/2018 “On Official Statistics”, date 10.03.2018 and on Law No.9887, date 10.03.2008 “Personal Data Protection”. Article 31 on Statistics Law reads as follows: Data collected for the production of official statistics shall be treated by INSTAT as confidential and shall be used only in aggregated tables that will not identify the source information unit. Direct identification means when a statistical unit is directly identified from its name or address or any officially allocated and commonly known identification number. When data processing is made in a manner that allows the identification of the data subject, the data should immediately be encrypted in order for the subjects to be no longer identifiable.
7.2. Confidentiality - data treatment	<p>Albanian Institute of Statistics protects and does not disseminate data it has obtained or it has access to, which enable the direct or indirect identification of the statistical units. Albania Institute of Statistics takes all appropriate preventive measures so as to render impossible the identification of individual statistical units by technical or other means that might reasonably be used by a third party. Statistical data that could potentially enable the identification of the statistical unit are disseminated by Albania Institute of Statistics if and only if:</p> <p>a) These data have been treated, as it is specifically set out in the Regulation, in such a way that their dissemination does not prejudice statistical confidentiality or</p> <p>b) The statistical unit has given its consent, without any reservations, for the disclosure of data.</p> <p>The confidential data that are transmitted to Albania Institute of Statistics are used exclusively for statistical purposes and the only persons who have the right to have access to these data are the personnel engaged in this task. Issues referring to the observance of statistical confidentiality are examined by the staff working in Albania Institute of Statistics. The responsibilities of this staff are to recommend on: which detailed level the statistical data can be disseminated, so as the identification, either directly or indirectly, of the surveyed statistical unit is not possible; the anonymization criteria for the microdata provided to users; the access granting to researchers on confidential data for scientific purposes.</p>
<b>8. Release policy</b>	
8.1. Release calendar	Notifications about the dissemination of statistics are published in the release calendar, which is available on the website. The announcements and delays are per-announced in this calendar. In the case of delays, the date of the next publication and the explanation

	of the reasons for the delays are specified.
8.2. Release calendar access	<a href="#">The calendar of publications</a> is available on INSTAT website.
8.3. User access	<p>In line with the article 34 of Law No.17/2018 “On Official Statistics”, dated in 17.04.2018, disseminates statistics on INSTSAT website and other media for simultaneous access, respecting professional independence and in an objective, professional and transparent manner in which all users are treated equitably. The following dissemination channels are used to release the results:</p> <ul style="list-style-type: none"> <li>• Website – online release</li> <li>• Written requests</li> <li>• Special publications</li> <li>• <a href="#">Data request</a>, section available for external users</li> </ul>
<b>9. Frequency of dissemination</b>	The Labour input indicators are disseminated on quarterly basis.
<b>10. Accessibility and clarity</b>	
10.1. News release	According to the calendar of publications, press release regarding to Short-term Statistics (Labour input indicators) is published quarterly. The format of press release is defined by publication sector, as well as the date of release. Press releases of STS (Labour input indicators) are published online at INSTAT’s website.
10.2. Publications	Press release is published in INSTAT’s website, under sub-theme: <a href="#">Short Term Statistics</a> .
10.3. On-line database	All the information is available in both Albanian and English language. Since 2011, the information is provided to external users in web through the Pc-Axis system. A short methodological explanation exists also in the web page. You can access the database on the section: <a href="#">Statistical Database</a>
10.4. Micro – data access	Databases at micro level are not published due to confidentiality reasons. Aggregated data is the only type of data that is provided to external users. Even though the micro data are not published they can be accessed based on the article 31, point 7 of the law No. 17/2018, dated 17.04.2018 “On official statistics”.
10.5. Other	Users can send other specific requests through a dedicated section for <a href="#">Contacts</a> .
10.6. Documentation on methodology	A short explanation related to the definitions of the main concepts and methodological explanations are provided to users in the end of press releases and publications. Additional support information is given to internal users when needed or required. Also the <a href="#">Methodological</a> notes are published at INSTAT’s website.

10.7. Quality documentation	The Short-term Statistics unit document all the STS work processes and procedures only for internal purposes.
<b>11. Quality management</b>	
11.1. Quality assurance	<p>INSTAT is committed to ensure the highest quality with respect to the compilation of statistical information. In accordance with national Statistical Law No.17/2018 “On Official Statistics”, INSTAT use statistical methods and processes in compliance with internationally recognized scientific principles and standards conduct ongoing analyses of the statistics with a view to quality improvements and ensure that statistics are as up to-date. In performing its tasks it follows the general principles of quality management from the European Statistics Code of Practice. INSTAT declares that it takes into account the following principles: impartiality, quality of processes and products, user orientation, employee orientation, effectiveness of statistical processes, reducing the workload for respondents. Quality controls and validation of data are actions carried out throughout the process. The staff is involved in different stages of index calculation, such as the data collection, data control, data input and other necessary control are all well trained. This helps the staff to know the enterprises and their responsibilities and keep an updated collaboration.</p>
11.2. Quality assessments	<p>A comparison is made with data of previous year to see if there is any data coherence or if there were major changes. In case of changes, administrative data is used to confirm the situation of cases where large differences of behavior of one year with other years are encountered.</p>
<b>12. Relevance</b>	
12.1. User needs	<p>Users of STS (Labour input indicators) are classified as external and internal.</p> <p>External users are:</p> <ul style="list-style-type: none"> <li>• Ministries and public administrations that use these data for economic and social policy planning purposes.</li> <li>• Universities (professors/graduated and post graduate students), research organizations.</li> <li>• National and international NGOs.</li> <li>• Enterprises</li> <li>• General public which gets the information via mass media through publications made by Statistical Office.</li> </ul> <p>Internal users are those within the institution of INSTAT.</p> <ul style="list-style-type: none"> <li>• National Account Directory</li> <li>• Statistical Business Register</li> <li>• Employment and wages Sector</li> </ul>



12.2. User satisfaction	<p>Page Views (Hits) about Short-term Statistics in 2020 are around 16,037 clicks.</p> <p>During 2020 INSTAT conducted User Satisfaction Survey concerning INSTAT publications. The survey results show that the overall quality of Short-term Statistics is rated 3.74 (74.8%) on a scale of 1 (very poor) to 5 (very good).</p> <p>INSTAT organizes every year: <a href="#">User Satisfaction Survey</a>.</p>
12.3. Completeness	<p>Short-term Statistics on their completeness are built in accordance with Eurostat regulations. The degree data completeness about Labour input indicators, for the survey of STS 2020 is 66.7%. This calculation is based by taking into account the ratio of requirements met by INSTAT (about Labour input indicators) to what is required by European regulations.</p>
<b>13. Accuracy and reliability</b>	
13.1. Overall accuracy	<p>Overall, the data are checked with previous years and previous quarter to identify any significant changes. Such queries are confirmed with financial statements or with an administrative source when available.</p> <p>The sampled population of STS 2020 includes approximately 10,000 enterprises that are surveyed each quarter. Sampling design is stratified simple random sampling. Criteria used for stratification is the number of employees according to the NACE Rev. 2 in 3-digit level.</p> <p>Calculating the estimates of statistical data and analysis evaluating outliers are done regularly. The overall accuracy rate is high, considering the high response rate. To calculate the estimates, Horvitz-Thompson estimator is used, that is unbiased. The accuracy of the estimates is reached by eliminating sampling errors and non-sampling errors, such as coverage, non-response, response mistakes and processing errors.</p> <p>Coverage errors reasons are: misclassification of units and changes in state of reporting units. In case of non-response, units are contacted by telephone and email. The sampling error in percent (CV) is calculated for main indicators of survey that are published every quarter.</p>
13.2. Sampling error	<p>Sampling error is treated in the internal technical reports, where, for main indicators in survey we calculate the total variance and relative standard errors, to eliminate the negative effect of NACE activity changed in STS time series. All indicator values are weighted to represent the population.</p>
13.3. Non - sampling error	<p>Non-sampling errors in the Labour input indicators are mainly due to non-response error. Unit non-response takes in consideration enterprises that are unable or unwilling to give the answers or when interviewers are unable to find the enterprises address, or when other barriers exist to complete the interview.</p>

Hence, the Short-term Statistics unit make use of administrative data and good estimation techniques where needed.

#### 14. Timeliness and punctuality

##### 14.1. Timeliness

Results of Labour Input statistics 2020 are published on INSTAT website 75 days after the end of the reference period (T+ 75 days). The reference period of these results is December 31st, 2020.

Reference period	12/31/2020
Date of publication	3/16/2021
Timeliness	75

##### 14.2. Punctuality

The data of Labour Input are disseminated according to the publication calendar. The publication of Labour Input has been punctuality in time to 100% of publications carried out over the years.

Reference period	12/31/2020
Date of announcement	3/16/2021
Date of publication	3/16/2021
Time lag	0

#### 15. Coherence and comparability

##### 15.1. Comparability - geographical

The data related to the indicators of STS, such as Labour input indicators are prepared in accordance with Eurostat methodology and as such are comparable at international level. These data are comprehensive and produced at the country level.

##### 15.2. Comparability - over time

Over the years Quarterly Survey of Enterprises in STS has undergone changes in coverage and in the method of choice. Quarterly Survey of Enterprises has started for the first time in 2003. In 2005 it added Wholesale trade activity. In 2008 the sampling method passed by listing methods in combined method (with sampling and listing). Enterprises with 1-9 employees are sampling, while enterprises with over than 10 employees are choose with listing (so exhaustive) without changing the scope of coverage. In 2012 the population of the Quarterly Survey of Enterprises changes as a result of updating the Register of Enterprises with the results of the Economic Enterprises Census 2010.

In 2014 in STS implemented nomenclature of economic activities, NACE Rev. 2, updated of the weights and changing the structure of the base period of the indices from 2005 to 2010.

In 2019, in STS the weights structure is updated and the basic index period changes from 2010 to 2015. All these changes in the indices series are not disconnected, but the indices are back casted. These changes are reported in the methodological explanations that accompany respective publications.

15.3. Coherence - cross domain	Data is cross checked against administrative sources on quarterly basis. After these checks it can be concluded that the data is coherent.
15.4. Coherence - internal	The internal consistency of the data is checked before it is finalized. The links between variables are checked and coherence between different data series confirmed. Short-term Statistics specialists work together with relevant departments to ensure consistency and coherence of statistical indicators.
<b>16. Cost and burden</b>	<p>STS cost includes information on the permanent and temporary number of the staff. STS number of staff are as following:</p> <ul style="list-style-type: none"> <li>• Total staff in Central Office 3 employees</li> <li>• Logistics specialists 1 employees</li> <li>• Controllers (four months) 2 employees</li> <li>• Operators (four months) 2 employees</li> </ul> <p>Missing information for unit non-response is completed with administrative data transmitted to INSTAT without cost, based on Memorandum of Cooperation between INSTAT, DPT and QKR. Other sources are considered BR, previous STS, etc. STS staff manages the control and analysis of data, so these two processes have no additional cost.</p>
<b>17. Data revision</b>	
17.1. Data revision - policy	<p>The STS review policies are made in accordance with the revision policy and the policy of errors treatments set by INSTAT. For more information refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Revision Policy</a></li> <li>• <a href="#">The Errors treatment Policy</a></li> </ul>
17.2. Data revision - practice	<p>Published data are not considered final; they may be revised. Data are revised in the whole range or for other reasons such as: Implementation of the new NACE classification, methodological changes, new information or data improvements and error correction. Revision of the previous quarter is possible during each quarter and adjustments can be made at the end of each year for the four quarters.</p>
<b>18. Statistical processing</b>	
18.1. Source data	<p>Data are based on quarterly statistical surveys. The basis of selection is the Register of active enterprises for the reference year. Classification of enterprises is done according to the Nomenclature of Economic Activities, NACE Rev. 2. Frame population is determined by two basic criteria: Size of enterprise (based on number of employed) and economic activity in scope, with cut-off. The method of selection used is Stratified Simple Random Sampling (SRS). Stratification is based on a combination of economic activity with size group of the enterprise. Indicators are presented for economic activities according to the areas specified in the STS regulation and also based on user needs.</p>

18.2. Frequency of data collection	Quarterly.
18.3. Data collection	During 2020, data were provided in a combined way through administrative sources and telephone interviews. The duration of the telephone interviews was 15 days after the reference quarter and was conducted only for enterprises which were not subject of declaration in administrative sources.
18.4. Data validation	<p>Data received from survey and from Social Insurance file (used for imputation) are validated using logical validation rules.</p> <p>At national level, editing involves studying data from respondents with the aim of identifying (and eventually correcting) errors. Not all errors can be identified and the aim is to detect the errors that have a significant influence on the results.</p> <p>Rules to assist in identifying errors may flag possible errors that require further investigation to determine where there really is an error as opposed to an unusual result or they may identify definite errors. Editing involves checks for completeness, that values are within given ranges and that values for related variables are coherent. Data editing may take place during or after data entry.</p> <p>Responses can be compared to the response of previous quarters. Inconsistency or large deviations (outside of a pre-established range) indicate that a closer look is desirable. This may result in data editing. In the context of timeliness, the editing process may be designed to give top priority to those outliers that are most in need of editing for the sake of reliable aggregates. By solving the worst cases, large improvements can be achieved.</p>
18.5. Data compilation	<p><b>National level</b></p> <p>First step is collecting information from administrative data and telephone interviews. The purpose is to bring this information to the statistic level. This process follows:</p> <ul style="list-style-type: none"> <li>• Logical control of information collected through telephone interviews (control of logical marked of responses indicators and control of accurate values).</li> <li>• After data entry process, errors and inconsistencies are identified and corrected during editing process.</li> <li>• Comparability phase (collected data with previous periods data or trends).</li> <li>• Analysis of results for each domain of publication</li> <li>• Completed results are used for weight and re-weight phase</li> <li>• The aggregated data are compared to other data sources</li> <li>• The last two phases can be subject to other analysis used for publication domain.</li> </ul> <p>When statistical analysis is finished, these data are determined as a group of non-public information. Before releasing the results, very important matter is the confidentiality of this information.</p>

18.6. Adjustment	Not applicable. No adjustments are made to the employment, gross wages and salaries indicators.
<b>19. Comment</b>	This metadata file brings together all the labour variables (employment, and wages and salaries) of all the STS domains (Industry, Construction, Retail trade and Services).
<b>Annex</b>	